



# Manager's Report

for Council Meeting November 12, 2003

## FINANCE

Listed below are new businesses licensed during this period:

### Business Name

Avionics Systems LLC  
Bear Images  
Discount Driving Clinic Inc  
Doggy Do Right LLC  
Dominion Carpentry  
Miss Nicole's Child Care  
Simple Gifts  
Stone Edge Inc

## HUMAN RESOURCES

New hires, promotions, transfers and separations for the period of October 21 through November 7, 2003:

### New Hires

Jobe, Justin  
Juraschek, Daniel

### Position

Utility Plant Operator Trainee  
Utility Plant Operator Trainee

### Department

Water Supply  
WPCD

### Promotions

none

### Transfers

none

### Separations

#### *Resignations*

none

#### *Retirements*

none

#### *Terminations*

none

### Position

### Department

**PLANNING, ZONING & DEVELOPMENT**

**PLANNING DIVISION:**

**DIVISION OF CURRENT PLANNING**  
**PLAN REVIEW ACTIVITY**

**PLANS REVIEWED DURING THE PERIOD OF:  
OCTOBER 8, 2003 – OCTOBER 21, 2003**

<b>Project Name</b>	<b>Project Type</b>	<b>Submission Number</b>	<b>Proposal Description</b>
Hawks View Glen	Offsite Easement & Deed	1 <sup>st</sup>	Off-site easement
Beauregard Estates, Phase 5	Preliminary Subdivision Plat Extension	1 <sup>st</sup>	9 single family detached lots
ECHO/Lawson Road Industrial Condominiums	Minor Plat	1 <sup>st</sup>	2 lot subdivision for industrial use
Potomac Station Retail, Parcel B (Outparcel) Chevy Chase Bank	Preliminary/Final Development Plan	3 <sup>rd</sup>	3,200 sq. ft. bank
International Pavilion, Parcel B5	Preliminary Development Plan extension	1 <sup>st</sup>	98,910 sq. ft. retail request to extend previous approval for an additional year.
International Pavilion, Parcel B6	Preliminary Development Plan extension	1 <sup>st</sup>	99,600 sq. ft. retail request to extend previous approval for an additional year.
International Pavilion, Parcel B7	Preliminary Development Plan extension	1 <sup>st</sup>	95,530 sq. ft. retail request to extend previous approval for an additional year.
Johnson Property Subdivision/Rosebrook	Construction Drawings	1 <sup>st</sup>	20 Single family detached lots
Parker Subdivision, Lots 28-31	Minor Subdivision Plat	3 <sup>rd</sup>	2 lot subdivision
Potomac Station Retail (Parcel B) DP 2000-13	Revision to Approved Final Development Plan	1R	Minor revision to shopping center
First Citizens Bank	Easement Plat	1 <sup>st</sup>	Off-site easement
Route 15 Trail Improvements	Capital Improvement Plan	1 <sup>st</sup>	Trail improvements
Edwards Landing, Battlefield Parkway	Revisions to Approved Grading Plan	1 <sup>st</sup>	Minor grading revisions
Water Pollution Control Facility	Special Exception Referral	1 <sup>st</sup>	Capital improvement plan
Woodlea Manor Water Booster Pumping Station	Capital Improvement Plan	1 <sup>st</sup>	Water booster pumping station
Hawks View Glen	Construction Drawings	3 <sup>rd</sup>	36 Townhouses
Stowers, Phase 2, Section 3	Construction Drawings	5 <sup>th</sup>	111 Single-family residential detached lots
Greenway Farm Daycare (Kid's Domain)	Request for Authorization of Preliminary/Final	3 <sup>rd</sup>	6,600 square foot daycare

	Development Plan		
Beauregard Overlook	Rezoning Referral	1 <sup>st</sup>	Single-family residential detached lots
River Creek, Landbay P, Phase VII, Section 4C	Loudoun County Referral/ Construction Drawings	1 <sup>st</sup>	Minor revisions to easements
River Creek Shoal Creek	Loudoun County Referral/ Construction Drawings	1 <sup>st</sup>	Minor revisions to easements
Lansdowne, Section 40	Loudoun County Referral/ Boundary Line Adjustment	1 <sup>st</sup>	Boundary line adjustment
Panera Bread @ Leesburg Corner Premium Outlet	Preliminary/Final Development Plan	2 <sup>nd</sup>	4,704 square foot restaurant

**PLANS ACCEPTED FOR REVIEW DURING THE PERIOD OF:  
OCTOBER 8, 2003 – OCTOBER 21, 2003**

<b>Project Name</b>	<b>Project Type</b>	<b>Submission Number</b>	<b>Proposal Description</b>
Greenway Farm Daycare (Kid's Domain)	Request for Authorization of Preliminary/Final Development Plan	3 <sup>rd</sup>	6,600 square foot daycare
First Citizens Bank	Easement Plat	1 <sup>st</sup>	Off-site easement
Stowers, Phase 2, Section 3	Final Subdivision Plat	3 <sup>rd</sup>	111 single-family residential detached lots
South King Street Center at the Park	Preliminary Development Plan	2 <sup>nd</sup>	20,912 square foot retail center
Kincaid Forest, Section 12A, Lots 432 and 433	Boundary Line Adjustment	1 <sup>st</sup>	Boundary line adjustment between two lots
Potomac Station, Section 10	Correction Plat	2 <sup>nd</sup>	Minor revisions to various easements and lots
River Creek, Landbay P, Phase VII, Section 4C	Loudoun County Referral/ Construction Drawings	1 <sup>st</sup>	Minor revisions to easements
River Creek Shoal Creek	Loudoun County Referral/ Construction Drawings	1 <sup>st</sup>	Minor revisions to easements
Lansdowne, Section 40	Loudoun County Referral/ Boundary Line Adjustment	1 <sup>st</sup>	Boundary line adjustment
Tollhouse Center Office Building	Preliminary/Final Development Plan	4 <sup>th</sup>	3,500 square foot office building

**ZONING DIVISION:**

**Zoning Permits Issued-Residential**

Stratford LB C 14 SFA @ \$75,000  
Potomac Crossing 3 SFD @ \$105,000

**Zoning Permits Issued-Commercial**

241 Fort Evans RD # Interior fit-in Leesburg Outlet Mall \$12,500  
17 Royal ST SE office building \$15,500  
407 E. Market ST interior alteration \$10,000 Douglas Community Ctr.  
1051 Edwards Ferry RD NE Storage building \$25,822 Rehau Center

**Occupancy Permits Issued-Residential**

Potomac Crossing SFD 3 SFA 4

Stowers SFD 7

Stratford SFA 13

Kincaid Forest SFD 2 SFA 1

**Occupancy Permits Issued-Commercial**

241 Ft. Evans Rd NE # 329 & 337 Leesburg Corner Outlet mall

50 Catoctin Circle NE

**Special Exceptions**

1. SE 2002-07 Star Pontiac, Buick & GMC: Located at 326 E. Market Street. The application is for an expansion of the existing office and sales areas as well as an increase in the number of service bays. The applicant is in the process of making revisions to the special exception plan. A Planning Commission preview is scheduled for November 6, 2003 and the public hearing is scheduled for November 20, 2003.
2. SE 2002-12 KFC/A&W: This application is for a fast food restaurant with drive-thru windows. This would be located off of Edwards Ferry Road, across from the existing Sheetz (site of the previously proposed SE for a Tires Plus). The Planning Commission preview was held at the April 3, 2003 meeting and the public hearing was scheduled for April 17, 2003. At this meeting, at the applicant's request, the Planning Commission voted to postpone the public hearing to a future date. This date was not specified.
3. SE 2003-0002 Leesburg Auto Finance Annex: Located at 310 Parker Court, this application is for a vehicle sales, service and storage facility use. A public hearing before the Planning Commission was held on September 4, 2003, at which time they voted to recommend approval of the application to Council with conditions. The Council public hearing was held on October 15, 2003. At its October 28, 2003 meeting the Council voted to approve the special exception use with conditions under Ordinance No. 2003-0-141.
4. SE 2003-0003 Mobil Car Wash Addition at Battlefield Shopping Center: Located at 1017 Edwards Ferry Road, N.E. This application seeks to amend existing Board of Zoning Appeals Special Exception #90-167 to permit a 988 square foot single-lane car wash on the property leased by the existing Mobile Service Station in Battlefield Shopping Center. The plans were originally accepted for review on July 11, 2003. The Planning Commission public hearing was held on September 4, 2003. At its October 2, 2003 meeting the Planning Commission voted to recommend approval of the application to Council with conditions. The Council public hearing was held on October 28, 2003. Council action is pending at the November 12, 2003 meeting.
5. SE 2003-0004 Water Pollution Control Facility Expansion & Utility Lines Division Maintenance Building: Located at 1391 E. Market Street, this special exception application seeks to expand an existing water treatment facility ("Water Pollution Control Facility") from 5 MGD to 7.5 MGD plus relocate the Utility Lines Division service facility to the western portion of the site. The application was accepted for review on August 18, 2003 and is currently under review. A Planning Commission preview is scheduled for November 20, 2003 and the public hearing is scheduled for December 4, 2003.

6. SE 2003-0005 Loudoun Motor Sports: Located at 212 Catocin Circle, S.E. (the old Southern States property), this application is for a vehicle sales, service and storage facility use. The application was accepted for review on August 29, 2003 and the second submission has been reviewed. The Planning Commission public hearing is scheduled for November 6, 2003.
7. SE 2003-0006 Costco Tire Center: Located in Battlefield Marketplace Shopping Center at the intersection of Edwards Ferry Road and the Route 7/15 Bypass, this application seeks to amend existing Board of Zoning Appeals Special Exception #88-167 to permit the relocation of a vehicle service center (tire installation facility with four bays) on property in Battlefield Marketplace. The application was accepted for review on September 5, 2003 and is currently under review. A Planning Commission preview is scheduled for November 6, 2003 and the public hearing is scheduled for November 20, 2003.

### **Rezoning**

1. ZM 2002-05 & SE 2002-11 Misty Ridge Rezoning: Located on the east side of Sycolin Road across from the Stratford planned development, the applicant (D. R. Horton Company) is seeking to rezone 7.9 acres from R-1 to R-4 to permit 17 single family detached residential units on the property. Staff received revised plans on May 30, 2003. The plans are currently under review. The Planning Commission public hearing has been rescheduled at applicant's request to provide additional time for staff and the applicant to address outstanding issues.
2. ZM 2003-0002 Beauregard Overlook Concept Plan Amendment: The applicant Elite Investment & Management Group, Inc. is seeking to amend rezoning #ZM-73 and #ZM-102 by amending the Concept Plan to permit 43 single-family detached lots in a residential cluster on 14.99 acres (an increase of 18 lots over the 25 lots currently permitted) zoned R-4. The plans were accepted for review on July 11, 2003 and are currently under review. The Planning Commission public hearing has been rescheduled to provide additional time for staff and the applicant to address outstanding issues.
3. ZM 2003-0003 Leesburg Central Rezoning: The applicant James D. Turner is seeking to rezone six (6) parcels zoned B-1 and RHD to B-1 with a Concept Plan and Proffers to build approximately 23,500 square feet of commercial office space with some additional retail space. The plans were accepted for review on August 22, 2003 and are currently under review. The property is located at the southeast quadrant of the intersection of Loudoun Street and Harrison Street. After a meeting with staff to discuss outstanding comments the applicant requested that the Planning Commission preview to be scheduled for December 4, 2003 and the public hearing be scheduled for December 18, 2003.

### **ZONING ORDINANCE AMENDMENTS**

No Zoning Ordinance amendments are being processed at this time.

### **BOARD OF ZONING APPEALS CASES**

The following case is scheduled for the December 1, 2003 BZA meeting: BZA Case #03-06 Kit & Kaboodle Pet Care Service, LLC - Appeal of the Zoning Administrator's

determination that the business owner is operating in violation of the Home Occupation Regulations per Zoning Ordinance Sec. 9.4.3.E.6.

## **WATER & SEWER ADMINISTRATION**

### **During this time frame:**

- 22 Public Facility Permits were issued totaling \$213,467.00
- 52 work orders issued for meter sets
- 16 requests for occupancy inspection were issued

### **Capital Projects Update:**

- Water Meter Conversion – to date, approximately 85% or approximately 10,300 water meters have been converted to the Hexagram fixed based network. Approximately 2000 more meters remain to be converted.
- During this period, four plans were received for review within the service area, and two requests were processed for water and sewer system modeling.
- Design workshops for expansion of the Water Treatment Plant and Water Pollution Control Plant (WPCP) are in progress and proceeding according to schedule.
- The review comments for the Utility Lines Division (ULD) maintenance facility has been received from town agencies and forwarded to the engineer.
- Review comments for the Woodlea Mini-Pressure Zone pump station have been received and forwarded to the engineer.
- The department is in process of issuing a change order for relocation of the waterline in Sycolin Road due to realignment and widening of the roadway.

## **UTILITY LINES DIVISION**

### **Training:**

Rodney Conner, Mark Baker, Mike Osmon attended the Cross-Connection training.

### **Routine items include:**

- turn on's and off's
- water meter readings
- complaint investigations
- rodding and cleaning sanitary sewer trouble spots
- marking lines for contractors & citizens
- vehicle and ditch maintenance
- bush hogging

### **Summary Programs:**

- Performed complete maintenance on 17 fire hydrants.
- New connections to town utility system: 26
- Total number of water leak repairs: 8
- Responded to 478 requests to locate utilities (Miss Utility).

**TOWN OF LEESBURG**

Full-time vacancies as of November 7, 2003

Department	# Vacs	Position Title	Date of Vacancy	Ad Placed	Apps Rcvd	Prelim Interview	Final Interview	Offered	Accepted
<i>Town Mgr</i>	1	Library Manager	6/16/03	√	√	√	√	√	√
<i>Airport</i>	1	Airport Director	7/1/03	√	√	√	√		
<i>Econ Dev</i>	1	Administrative Associate II	3/9/01	√	√	<u>On hold*</u>			
<i>Eng &amp; PW</i>	1	Senior Engineer	7/1/02	√	√				
	1	Administrative Associate II	8/1/03	√	√	√			
	1	Maintenance Worker II	8/20/03	√	√	√	√	√	√
<i>Finance</i>	1	Meter Technician	7/30/03	√	√	√			
	1	Purchasing Associate	8/12/03	√	√	√			
	1	Director of Finance	10/21/03	√					
<i>IT</i>	1	Director of Info Tech	9/16/03	√	√				
<i>Police</i>	1	Admin Assoc II	12/1/02	√	√				
	1	Communications Tech I	7/24/03	√	√	√	√	√	√
	1	Communications Tech I	7/30/03	√	√	√	√	√	√
<i>Util Admin</i>	1	Senior Engineer	7/1/02	<u>On hold*</u>					
<i>Util Lines</i>	1	Util Maint Wrkr III	7/1/03	√	√	√	√		
<b><u>TOTAL</u></b>	15								

\*On hold = department is not actively recruiting this position.

\*\*Frozen = for budgetary reasons, department has identified this position to remain vacant for the rest of the fiscal year.

R. S. Noe